ITEAMS IDC Ordering Guidelines

- ➢ ITEAMS is a continuing cycle. You cannot perform one function without completing the others.
  - **Place Orders** (Bulk Order)
  - **Receive Orders** (Receiving Tab)
    Bulk orders will add items to your inventory when received
  - **Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)**
    IDC (Current Inventory) input on-hand-count at time of reconciliation

- ➢ When submitting orders, include your full **First and Last Name**. If there are questions on an order, it will be easier to find the person that submitted it.

- ➢ Contact the Pharmacy immediately once you determine a mistake on an order has been made. Pharmacy is quick on processing orders.
    (512) 776-7500 *or* ***ITEAMS.PharmacyHelpdesk@dshs.texas.gov***

- ➢ **Do Not** use other employees ITEAMS login information. Each user must have their own logins. A "New User" form will need to be completed and submitted to the appropriate Program Approver to obtain login access. Please use the same form to delete a user when no longer employed or utilizing ITEAMS.

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Place Order (BULK ORDER)

IDC items are ordered under the "**Bulk Order**" tab. Quantities entered in the Pharmacy Ship Quantity (each) box should be in eaches.

BULK ORDER DETAIL

Item ID	Item Description	Unit Qty	UOM	Original Quantity Requested	Suggested Quantity	Pharmacy Ship Quantity (each)	Quantity Units Ordered	Special Instructions	Comment
68180016013IDC	AZITHROMYCIN Z-PAC 250MGX6 CT3	6	TAB	0.0	0		0.00		
65862042001IDC	SULFAMETHOXAZOLE/TR 800 100	100	TAB	0.0	0		0.00		
59762313001IDC	AZITHROMYCIN 200MG/5ML 22.5ML	1	BOT	0.0	0		0.00		
59762306001IDC	AZITHROMYCIN Z-PAC 250MGX6 CT3	6	TAB	0.0	0		0.00		
54879000716IDC	SULFAMETHOXAZOLE/TR SUS 16 OZ	1	BOT	0.0	0		0.00		
50383082421IDC	SULFAMET/TRIMETH SUS 20ML 40UD	1	BOT	0.0	0		0.00		
50383082416IDC	SULFAMETHOXAZOLE/TR PED 16 OZ	1	BOT	0.0	0		0.00		
00603578121IDC	SULFAMETHOXAZOLE/TR 800 100	100	TAB	0.0	0		0.00		
00093714618IDC	AZITHROMYCIN TAB 250MG 6CT	6	TAB	0.0	0		0.00		
00093202723IDC	AZITHROMYCIN OS 100MG/5ML 15ML	1	BOT	0.0	0		0.00		

Special Instructions box: You can elaborate specifically what you are requesting per line item. Ex: "*I need 4 bottles of 14's*" OR "*4btls 14's*"

If your site requires a drug label on the bottle, input specific drug label instructions in the 'special instructions box'.

Ex: *"Take __ tabs by mouth __ times a day"* OR

Clarith: "Take __ tabs by mouth __ times per day"

Mino: "Take __ caps by mouth __ times per day"

Rifam: "Take __ caps by mouth as directed"

Comment Box: You can use this box to relay a message to the Pharmacy staff on your order. Ex: *"please ship next day air"* OR *"We will be closed on July 4th"*

☑ I have verified the address is correct.

☑ I have verified the hours of operations are correct.

Submitted By Edith Lomax ×   Save   Cancel

If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the

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ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

RECONCILIATION

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, receiving must be completed before entering the on-hand counts on the Current Inventory screen.

Conduct an inventory of your drugs. Print the **Tally Sheet** under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the "Add Line" button on the receiving tab.

Tally Sheet

Date: ____/____/_____   Site: IDC / 00-000000000

Item ID	Description	Lot	Expiration	Physical Count	Comment
59762313001IDC	AZITHROMYCIN 200MG/5ML 22.5ML	mtew1532	12/31/2099		
00093202723IDC	AZITHROMYCIN OS 100MG/5ML 15ML	7973085	5/31/2099		
00093202723IDC	AZITHROMYCIN OS 100MG/5ML 15ML	8089095	5/31/2099		
00093202623IDC	AZITHROMYCIN OS 200MG/5ML 15ML	8102095	5/31/2099		
00093202623IDC	AZITHROMYCIN OS 200MG/5ML 15ML	8124095	5/31/2099		
00093202631IDC	AZITHROMYCIN OS 200MG/5ML 30ML	8243095	5/31/2099		
68180016013IDC	AZITHROMYCIN Z-PAC 250MGX6 CT3	g504842	12/31/2099		
65862042001IDC	SULFAMETHOXAZOLE/TR 800 100	stsd15070a	12/31/2099		
50383082416IDC	SULFAMETHOXAZOLE/TR PED 16 OZ	624839	12/31/2099		

Print

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From the tally sheet, input your on-hand counts in the column "Quantity Total Items on Hand", then click on save. Quantities should be in eaches (pills, tubes, jars, etc.). Click Save.

Current Inventory

CURRENT INVENTORY

Please enter your current inventory. Only include state-provided items (not privately purchased).

1. Physical on-hand count is required each month.
2. On hand count should be by Item ID and Description.
3. You must click "Save" at the bottom of the screen after entering your inventory.

Date	Item ID	Item Long Description	Alert	Lot	Expiration	UOM	Unit Qty	MSL	Quantity Total Items On Hand
6/15/2017	59762313001IDC	AZITHROMYCIN 200MG/5ML 22.5ML		mtew1532	12/31/2099	BOT	1	0	100
6/15/2017	00093202723IDC	AZITHROMYCIN OS 100MG/5ML 15ML		7973085	5/31/2099	BOT	1	0	102
6/15/2017	00093202723IDC	AZITHROMYCIN OS 100MG/5ML 15ML		8089095	5/31/2099	BOT	1	0	1
6/15/2017	00093202623IDC	AZITHROMYCIN OS 200MG/5ML 15ML		8102095	5/31/2099	BOT	1	0	1
6/15/2017	00093202623IDC	AZITHROMYCIN OS 200MG/5ML 15ML		8124095	5/31/2099	BOT	1	0	2
6/15/2017	00093202631IDC	AZITHROMYCIN OS 200MG/5ML 30ML		8243095	5/31/2099	BOT	1	0	3
6/15/2017	68180016013IDC	AZITHROMYCIN Z-PAC 250MGX6 CT3		g504842	12/31/2099	TAB	6	0	1800
6/15/2017	65862042001IDC	SULFAMETHOXAZOLE/TR 800 100		stsd15070a	12/31/2099	TAB	100	0	800
6/15/2017	50383082416IDC	SULFAMETHOXAZOLE/TR PED 16 OZ		624839	12/31/2099	BOT	1	0	500

Save   Cancel

SUMMARY OF RECONCILIATION

Step 1: Complete Receiving
Step 2: Print out the Talley Sheet and inventory drugs on shelves
Step 3: Input on-hand counts into the Current Inventory screen

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Receiving

Bulk orders will add items to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

Type in Full Name in Received By box, click save.

Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: Please contact your support person with the following message; Invalid key value.

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty	UOM	Lot	Expiration Date	Received Quantity	Tracking Number
☐	AZITHROMYCIN OS 200MG/5ML 15ML	00093202623IDC	0.00	6/16/2017	1	BOT	9197093	8/31/2099	2	C001007312
☐	AZITHROMYCIN OS 200MG/5ML 30ML	00093202631IDC	0.00	6/16/2017	1	BOT	9682103	8/31/2099	2	C001007312
☐	AZITHROMYCIN OS 100MG/5ML 15ML	00093202723IDC	0.00	6/16/2017	1	BOT	9082093	8/31/2099	4	C001007312
☐	SULFAMETHOXAZOLE/TR 800 100	00603578121IDC	0.00	6/16/2017	100	TAB	t228m12a	12/31/2099	56	C001007312
☐	AZITHROMYCIN Z-PAC 250MGX6 CT3	59762306001IDC	0.00	6/16/2017	6	TAB	1305003855	5/31/2099	6	C001007312
☐	AZITHROMYCIN 200MG/5ML 22.5ML	59762313001IDC	0.00	6/16/2017	1	BOT	mtcw0051	1/23/2099	2	C001007312

PROVIDER ORDER DETAIL RECEIVING
Order Number: 670174-00 [Go]
Tracking Number:
Order Date: 6/16/2017
TOP LEVEL1
BOTTOM LEVEL
Save   Cancel   Received By: Edith Lomax   Add Line   Remove Line

To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

To manually add items into your inventory, use the "Add Line" button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.

Item ID: ** Please Select **
Lot:
Expiration Date:
Quantity:
Received By:
Save   Cancel

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IDC Program Item Description	PHARMACY SHIP QTY	Special Instructions Box
AZITHROMYCIN OS 200MG/5ML 22.5ML	bottle	Include Rx Instructions for label
AZITHROMYCIN OS 100MG/5ML 15ML	bottle	Include Rx Instructions for label
AZITHROMYCIN OS 200MG/5ML 15ML	bottle	Include Rx Instructions for label
AZITHROMYCIN OS 200MG/5ML 30ML	bottle	Include Rx Instructions for label
AZITHROMYCIN TAB 250 6CT	each pill	Include Rx Instructions for label
AZITHROMYCIN Z-PAC 250MGX6 CT3 (each Box has 3 six-pill packs)	each pill	Include Rx Instructions for label
SULFAMETH/TRIMETH SUS 20ML 40UD	each pill	Include Rx Instructions for label
SULFAMETHOXAZOLE/TR 800 100 (repackaged into btls of #28's)	each pill	Include Rx Instructions for label
SULFAMETHOXAZOLE/TR PED 16 OZ	bottle	Include Rx Instructions for label
SULFAMETHOXAZOLE/TR SUS 16 OZ	bottle	Include Rx Instructions for label